

# How to Create a Form in Excel

Forms are useful tools you can use to record data on your worksheet or workbook easily. There are plenty of online forms you can use to create your own, including Google forms. You can also utilize making custom Google forms or Google form templates to suit the entries you desire. However, in this article, you'll view a detailed guide on how to make a fillable form in Excel. Read the step-by-step instructions below to start making your own.

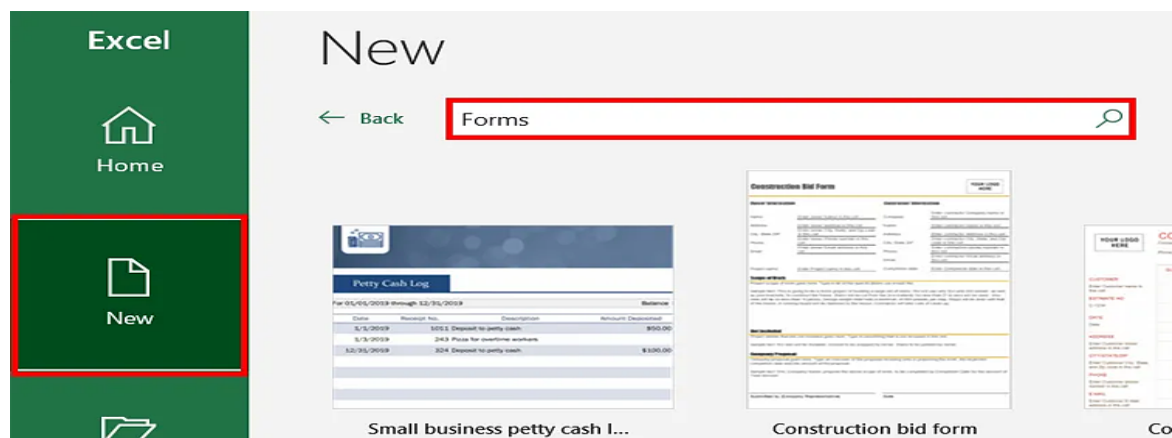
## SUMMARY:

- **Using Windows:** Open **Excel** and select **New**. Type in "Forms" on the **Search Bar** and press enter. Select from the available templates and start on your selected chart by clicking **Create**.
- **Using Mac:** Start Excel, select **New**, and then **Blank Workbook**. Select the cells to input your data. Go to **the Insert** tab and click **Insert Table With Headers**. Then, go to the **Data** menu and select **Form**.

## How to Create a Form Using Templates in Excel

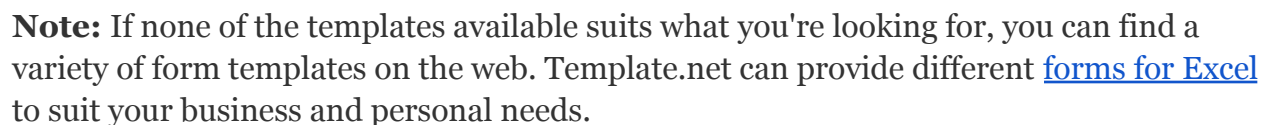
Creating forms using Excel can be challenging, especially for individuals that are unfamiliar with handling Excel Workbooks. Below is a simple yet comprehensive guide on creating forms in Excel with the help of an excel forms template or two.

1. Open the **Microsoft Excel** application, select **New** and type in "Forms" on the search bar.

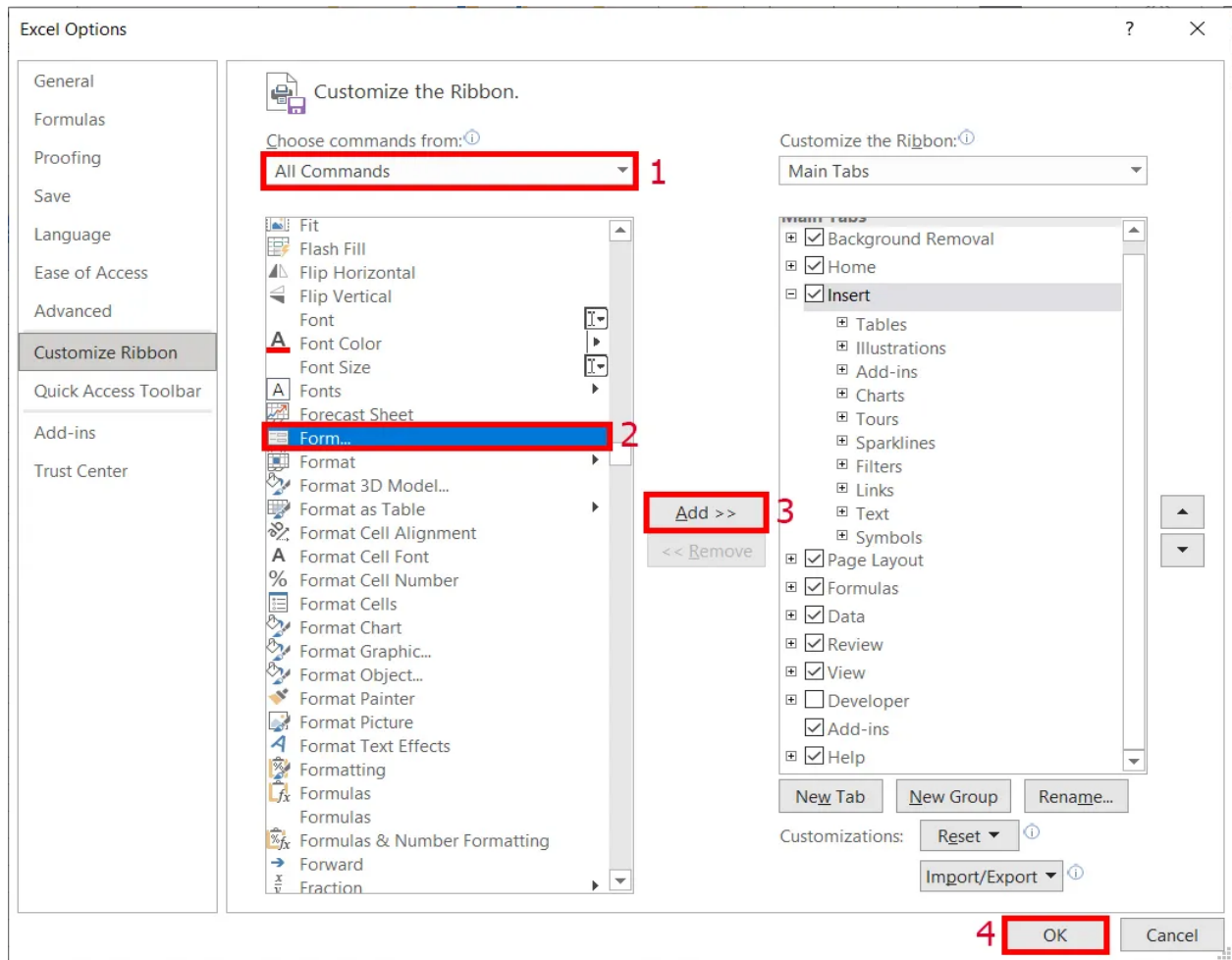


## Expense report

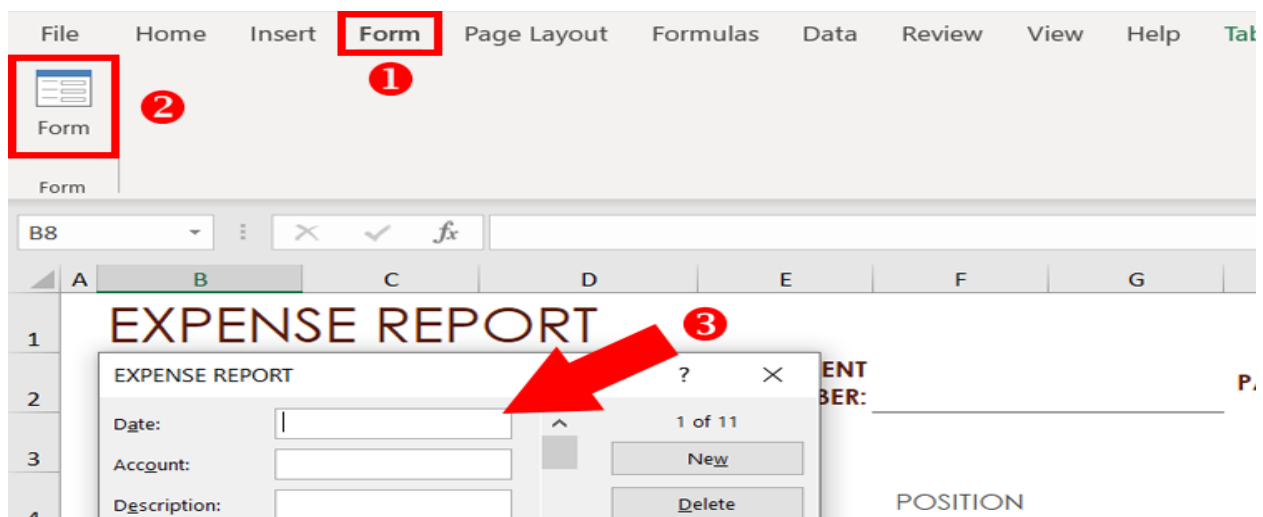
Have your employees submit their business expenses with this expense report form provided for advances and typical business categories; totals are automatically calculated. This is an example of expense report as a guide to a professional looking expense sheet. This is a template.



4. A pop-up box will appear similar to the one below. Go to the drop-down box, Choose commands from and select **All Commands**. Look for the **Form** option from the selection and click **Add** to the selected **Tab**. Once you see the Form is added, click on **OK**.



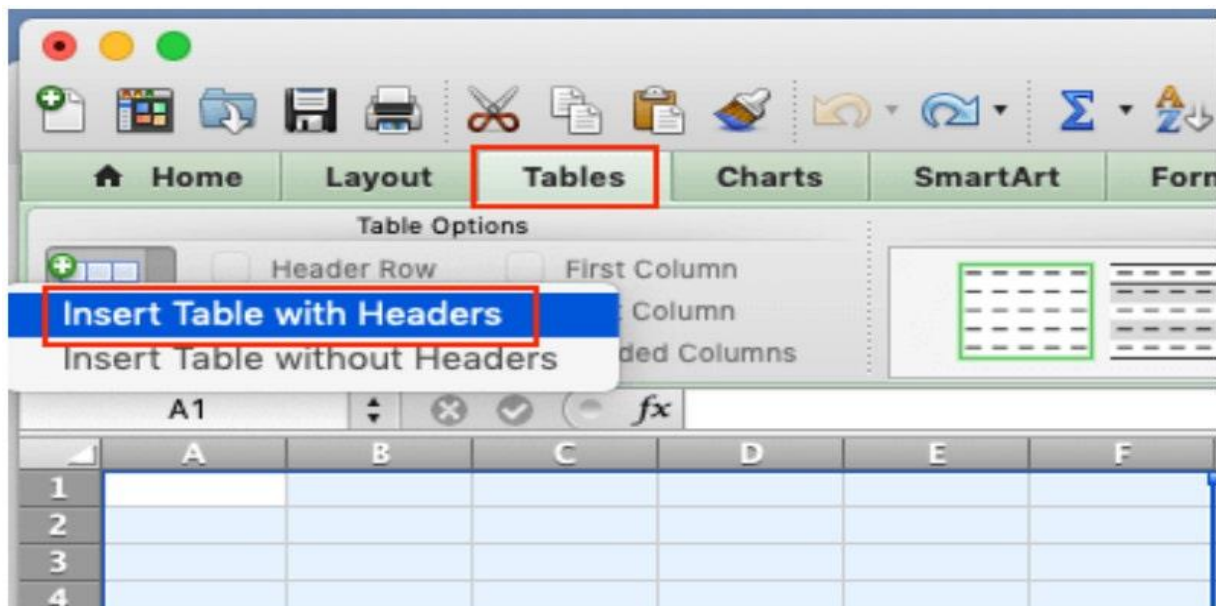
5. Now, you can enter data into your sheet by using a form. To do this, click on the **Form** menu then **Form** after selecting the row to enter your data. Fill in the necessary information as needed.



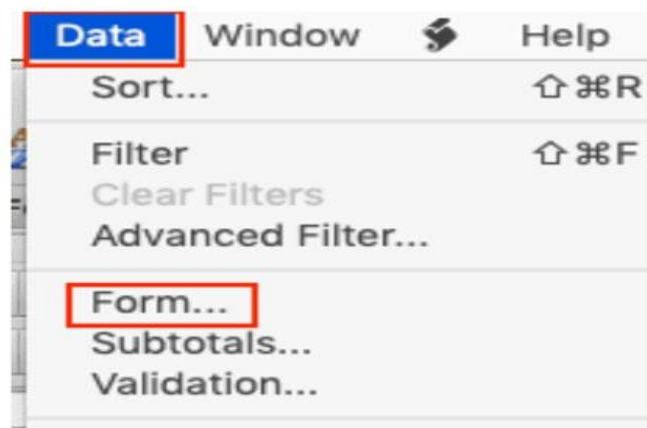
# How to Make a Form in Excel Using Mac

Similar to using Excel on Windows, learning how to create an autofill form in Excel for Mac is easy. All you have to do is follow the guides below.

1. Start **Excel**, then select **New** with a **Blank Workbook**.
2. Highlight the columns you need to enter the data on the sheet.
3. Click the **Tables** menu, select **New**, and then **Insert Table with Headers**. From here, you can edit the entries for your column headers and adjust the width of the tables.



4. Select the **Data** menu and then click on **Form**.



5. A Form window appears, and the table headers correspond to the field titles on your form. You can now insert the information you have into the form, and the entries reflect on the sheet.

The image shows a spreadsheet with a table of data and a form window overlay. The table has columns for First name, Last name, Email, Phone, Age, and ZIP Code. The form window, titled 'Sheet1', displays the data for the first row (Natalie Bryant) and includes buttons for 'New', 'Delete', 'Restore', 'Find Prev', 'Find Next', 'Criteria', and 'Close'.

1	First name	Last name	Email	Phone	Age	ZIP Code
2	Natalie	Bryant	nat@zzzz.com	801-555-121	42	84057
3	Jenny	Sudweeks	jen@zzzz.com	919-555-121	42	27539
4						
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17						
18						
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22						
23						
24						
25						
26						
27						

Sheet1

1 of 2

First name: Natalie

Last name: Bryant

Email : nat@zzzz.com

Phone: 801-555-121

Age: 42

ZIP Code: 84057

New

Delete

Restore

Find Prev

Find Next

Criteria

Close